SPO Access to "View Member's Paycheck" (eLES)

Introduction This document provides procedure for Direct Access (DA) users at Servicing Personnel Offices (SPOs) to view a member's Leave and Earnings Statement (LES).

Discussion The SPO view duplicates the LES information individuals can access via Self-Service. SPOs will continue to have access to the LES in JUMPS. However, access to the DA "View Member's Paycheck" page will aid SPOs when counseling members on pay entitlement issues.

Procedure Follow these steps to access the View Member's Paycheck page:

Step	Action
1	Select the following menu items: Home > Compensate Employees > Maintain Payroll Data (US) > Inquire > View Members Paycheck
2	The "Find an Existing Value" page will display as shown below: Note: In some situations the system bypasses this page and will take you directly to the View Members Paycheck page for the employee ID you were last viewing or updating data on. If this occurs, go to the bottom of the View Members Paycheck page and click the "Return to Search" button or click the "Inquire" link at the top of the page (in the menu path). Home > Compensate Employees > Maintain Payroll Data (US) > Inquire > **View Members Paycheck** **View Members Paycheck** **Find an Existing Value** EmplID: [＿＿＿＿＿] [Search] Advanced Search (a) Enter the member's employee ID number in the "EmplID" field. (b) Click the "Search" button or press the "Enter" key.
3	The View Members Paycheck page will display. LES data for the current month will be shown. If accessing the page prior to the end-month compute data refresh, the data will reflect earnings and deductions for the mid-month payday. If accessing the page prior to the mid-month compute data refresh, the data will reflect earnings and deductions for the previous month.

Procedure **(continued)**

Step	Action
4	To view LES data for a different month, click the **Paycheck Selection** link **View Paycheck** Firstname Lastname Active Coast Guard Employees For a prior pay period, click Paycheck Selection Comments A listing of available months will display, select the link for the month you want to view.
5	To view LES Remarks, click the **Comments** link. **View Paycheck** Firstname Lastname Active Coast Guard Employees For a prior pay period, click Paycheck Selection Comments Note: The Comments link only appears for the current month's statement. Comments/Remarks for LESs other than the current month are not available in DA. Use the JUMPS LES to view LES Remarks from previous months. The Comments Section provides: • General statements for all members • Supporting information regarding: o Changes to a member's pay file o Debt Liquidations If the View All, First, Last or Arrow links are active, use them to view additional lines. Paycheck comments page **View Paycheck** Firstname Lastname Active Coast Guard Employees Firstname Lastname Employee ID: 1234567 TAX DATA: Federal VA State 123 Any Street, Apt 12 Department: 000770 Marital Status: Single Any City ST 12345 Location Code: CGC JAMES Allowances: 1 1 Job Title: Third Class Food Service Speci Pay Period End Date: 08/31/2009 Addl. Pct.: Check Date: 09/01/2009 Addl. Amt.: Comments View All First ◄ 1-25 of 30 ► Last * VERIFYING THE ACCURACY OF YOUR PAY AND OTHER INFORMATION ON YOUR LES IS YOUR RESPONSIBILITY. YOU MUST REPORT SUSPECTED ERRORS TO YOUR SERVICING PERSONNEL OFFICE (SPO).

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SPO Access to "View Member's Paycheck" (eLES), Continued

Procedure **(continued)**

Step	Action
5 (cont'd)	Click either the "OK" or "Cancel" button at the bottom of the Comments section to return to the View Members Paycheck page. *See step 12 to print the comments section page.* PLAN. SEE HTTP://WWW.DOD.MIL/MILITARYPAY/ FOR FURTHER DETAILS. * CONGRATULATIONS ON YOUR 01SEP09 PROMOTION TO 2ND CLASS PETTY OFFICER. * LONGEVITY RAISE FOR 02 YEARS SERVICE EFFECTIVE 18SEP09. OK Cancel
6	The top section of the View Members Paycheck page shows the member's mailing address, rank/rate, employee ID number, unit assignment, payroll month, pay date, tax withholding marital status (for tax withholding purposes) and allowances claimed Firstname Lastname 123 Any Street, Apt 12 Any City ST 12345 Job Title: Third Class Food Service Speci Employee ID: 1234567 Department: 000770 Location Code: CGC JAMES Pay Period End Date: 08/31/2009 Check Date: 09/01/2009 TAX DATA: Federal VA State Marital Status: Single Allowances: 1
7	The Leave section of the View Members Paycheck page includes the following fields: **Begin** = Balance carried over from previous month. **Earned** = Leave earned this month. **Used** = Leave charged this month. **Balance** = Balance at the end of this month. **Sold CP** = Leave sold this month (Current Period). **Lost Prv FY** = Number of days leave lost previous fiscal year. **Sold CTD** = Career total days leave sold. Leave 	Begin	Earned	Used	Balance	Sold CP	Lost Prv FY	Sold CTD	 	55.0	2.5	0.0	54.5	0.0	0.0	10.0	 Note: Leave data will not be present on View Members Paycheck pages for months prior to July 2009.

SPO Access to "View Member's Paycheck" (eLES), Continued

Procedure **(continued)**

Step	Action
8	The next section summarizes current earnings and deductions. The Total Gross YTD (Year-To-Date), Total Taxes YTD, and Net Pay YTD fields are not used. Year-to-date taxes are shown in the next section. | Current	Total Earnings	Current Taxable Gross	Total Taxes	Total Deductions	Net Py | Current: Total Earnings 5,459.47, Current Taxable Gross 3,336.58, Total Taxes 662.23, Total Deductions 776.87, Net Py 4,020.37. Total Gross YTD: ___ Total Taxes YTD: ___ Net Pay YTD: ___
9	The earnings and taxes sections show entitlements and taxes withheld. The taxes column shows the amount for the current month as well as a year-to-date total for each withholding. **Earnings** 	Description	Hours	Rate	Amount
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Basic Pay			2,229.60
BAH WDEP			1,671.00
ENL BAS			323.87
SEATIME			110.00
CLTHNG STD			41.90
Total:			4,376.37 | **Taxes** | Description	Amount	YTD Amount
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Fed Withholdng	244.43	1,742.03
Fed MED/EE	170.56	1,234.40
NC Withholdng	134.00	939.00
Total:	548.99		
10	The deductions section lists before tax deductions (Thrift Savings Plan for example) and after deductions (allotments, insurance, liquidation of advance pay, etc.). The Employer Paid Benefits column is not used. **Before-Tax Deductions** 	Description	Amount
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TSPBP	213.12
Total:	213.12	 **After-Tax Deductions** 	Description	Amount
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DSCT MEAL	286.75
OVERPAYMT	150.00
SAVINGS	100.00
SGLI	27.00
Total:	563.75	 **Employer Paid Benefits** 	Description	Amount	YTD Amount
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	* Taxable	
Total:			

Procedure **(continued)**

Step	Action
11	The Net Pay Distribution section shows the amount of payments (mid-month and end-month paydays) for the current month. **Net Pay Distribution** Payment Type	Paycheck Number	Account Type	Account Number	Amount Direct Deposit — Checking — 1,939.83 Direct Deposit — Checking — 2,080.54 Total: 4,020.37
12	Printing. The View Members paycheck page and the Comments page can be printed separately. Click the Internet Explorer Printer Icon on the tool bar at the top of the window, choose **File** > **Print** from the menu bar, or use the keyboard shortcut combination of Control (Ctrl Key) + "P" to print the page.
13	Exit the application by signing out of DA or using the menu links to access another application. You can view another member's paycheck page by clicking the "Return to Search" button at the bottom of the page. The Find an Existing Value page will display (see step 2), the EmplID field will be filled with the ID of the member you just viewed data on and a list of all previous paycheck pages will be available to select from. Clear/Overtype the EmplID field with the employee ID of the member you want to view data on.